

Mutual Agreement for Contract Termination

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Mutual Agreement to Terminate Contract

Dear [Recipient's Name],

We, the undersigned, hereby mutually agree to terminate the contract dated [Insert Contract Date], regarding [Brief Description of the Contract].

The decision to terminate the contract is made amicably and in the best interests of both parties. All obligations under the contract will be considered fulfilled as of [Insert Termination Date].

Both parties acknowledge that this termination is mutual and agree to release each other from any further responsibilities under the contract.

We appreciate the efforts and cooperation shown during the term of the contract and wish each other success in future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Agreed and accepted by:

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
Date: [Insert Date]